

COURT ORDERED LEGAL FINANCIAL PAYMENT INSTRUCTIONS
Restitution • Victim Penalty Assessment (VAP) • Court Costs & Fines

Make sure your payment gets to the correct place, *and you get credit for making your payment.*

PAYING IN PERSON

You can pay in person with cash or with a money order or cashier's check. Your payment will be posted the same day. Make the money order or cashier's check payable to:

"KING COUNTY SUPERIOR COURT CLERK"

Bring payments, **Monday through Friday, 9:00 to 12:15 and 1:15 to 4:30**, to either one of these three locations:

KING COUNTY SUPERIOR COURT CLERK
King County Courthouse - 6th Floor
516 Third Avenue, Room E609
Seattle, WA 98104

KENT REGIONAL JUSTICE CENTER
401 4TH Avenue North, 2ND Floor
Kent, WA 98032

KING COUNTY SUPERIOR COURT CLERK
JUVENILE COURT
1211 East Alder St
Seattle WA 98122

NO PERSONAL CHECKS ACCEPTED

MONEY ORDERS can be purchased from a bank, post office or grocery store, in amounts up to \$500.00. The fee may range from .79 cents to \$3.00. CASHIER'S CHECKS, for amounts over \$500.00, are only available through a bank.

PAYING BY MAIL: If you want a receipt returned to you, include a Self Addressed Stamped Envelope. **DO NOT MAIL CASH!**

Send **MONEY ORDERS** or **CASHIER'S CHECKS ONLY**, made payable to:
"KING COUNTY SUPERIOR COURT CLERK"

On the front of the money order or cashier's check, include:

- * **Y-O-U-R N-A-M-E** as it appears on the court order
- * **C-A-S-E N-U-M-B-E-R** that you are making a payment on

Mail payment to:
King County Superior Court Clerk
ATTN: CASHIERS SECTION
To the address above.

To be considered timely, payments
must be posted by end of month.
Postmarks are not proof of
timely payments.

PLEASE NOTE: As provided by King County Code 4.76, the Clerk shall charge a **Trust Account Service Fee** of **\$10** on all payments over \$25.00 received toward **Restitution Obligations**. **The VAP, court costs and fines are NOT subject to a Trust Account Service Fee.**

PAST PAYMENTS - If there is any question about the amount you have paid, you may purchase a *Case Financial History* from the Clerk's office. Please send \$10.00, your name, case number and a self addressed stamped envelope to the above address. **It is your responsibility to provide proof of payment. Money order receipts are NOT proof of payment.**

COURT FILE - If you have any questions about the **official record** relating to your obligation, you may view it in person at the above locations & make copies. Requests for documents by mail must include a \$10 money order (research fee and copies) and a self-addressed, stamped envelope. Additional fees will apply if more than 5 pages are requested.

If you have questions, please call (206) 296-7898.